

MEMBER HANDBOOK



Park Advisory Board

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION & PARKS

WELCOME

The City of Los Angeles, Department of Recreation and Parks would like to congratulate you on your appointment as a Park Advisory Board Member. Park Advisory Boards and their members are essential to the overall operation of a recreation facility. We believe that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of the community.

The vision of the Department of Recreation and Parks is to unify Los Angeles by providing diverse recreational opportunities, beautiful facilities, and innovative leadership for the universal enjoyment of our residents and visitors.

As Park Advisory Board members, your volunteer efforts enable your communities to work together with local government to make your facilities safe, clean, and hospitable. You have been given a wonderful opportunity to improve and enhance your community. We believe that by your selection to this prestigious position you can make a difference, and we thank you for accepting the challenge.

We welcome your participation and wish you success.

WELCOME

Congratulations on your selection as a Park Advisory Board Member for the City of Los Angeles. The creation of the Park Advisory Boards means different things to different people.

For you, as a newly selected Park Advisory Board Member, it means opportunity to expand your commitment to recreational service, your communications skills and your leadership ability. Your Board participation will involve you in many important community issues. You will work with the Director of your Recreation Center on issues involving neighborhood parks, community events, fund raising projects, existing and proposed recreation and educational programs, and a variety of other issues important to your Center and to your community.

For your Recreation Center Director, the Park Advisory Board means help in strengthening communication between the Department of Recreation and Parks and the communities it serves and help in addressing issues before they become problems. It also means help in developing new programs and in fund raising to support existing activities and programs.

For those of us who serve as Recreation and Park Commissioners, this new and exciting program means the City of Los Angeles is moving in the right direction. We are a diverse City, and we need you and others like you to be our eyes and ears in your community.

Thank you for your participation in this important program. We can not do it without you.

BOARD OF COMMISSIONERS
Department of Recreation and Parks

WHAT IS A PARK ADVISORY BOARD?

A Park Advisory Board (PAB) consists of individuals like you who are selected to help strengthen and improve local recreation programs and leisure services. In addition, PAB members offer guidance and counsel on how programs, operations and facilities can best meet the needs of the community. The PAB may also act as a resource to expand fund raising and special event opportunities.

STRUCTURE

The Board consists of individuals from the community who are selected by the Recreation Director/Facility Manager and who serve without monetary compensation. All Park Advisory Boards operate under the guidance of the Director/Manager, with officers being appointed on a rotating basis.

The Park Advisory Board consists of an uneven number of members who meet at least once per quarter. These meetings should be held at the neighborhood recreation center/facility. Board members decide whether to use Robert's Rules of Order or a more informal structure, and must utilize a written agenda. Agendas for upcoming meetings and minutes from the previous meeting must be posted on the recreation center bulletin board two weeks prior to the next meeting.

A PARK ADVISORY BOARD MEMBER . . .

- Reflects the neighborhood surrounding a recreation facility
- Works toward supporting, improving, and broadening the programs and services provided by his or her Recreation Center/Facility
- Volunteers his or her time, energy and talent to support and enhance the programs offered by the Department of Recreation and Parks
- Supports the goals established by the Center Director/Facility Manager and the Park Advisory Board.

- Serves in an advisory role
- Is registered as a volunteer with the Department of Recreation and Parks

IN CASE OF EMERGENCY

As a Board member you may be injured as a result of an accident while in the performance of your duties.

If this occurs, the following procedure should be followed:

- In an emergency, call 911 and follow the directions given by the operator.
- If medical treatment is indicated, notify staff at the work site immediately (so that proper procedures and paperwork are followed). You must report work-related injuries at once to the Recreation Center Director/Facility Manager.

CODE OF ETHICS

As a Park Advisory Board Member, you are subject to a code of ethics. You should approach your work with an attitude of open-mindedness and a willingness to learn. You may realize that you have assets that other members do not. Please use them to enrich the program. At the same time, try to remember that you may not possess assets that other members do, and that you can learn from them by developing good teamwork. Your attitude toward your work should be sincere and professional—keep confidential matters confidential. Always act in the capacity of a leader. Above all, remember that your primary obligation is to your volunteer work, your City recreation center staff, your fellow workers, your community, and to yourself.

POLICY AND PROCEDURES

All Advisory Board members must follow the Department's policies and procedures regarding job descriptions, developing by-laws, and setting goals and recommendations for Board functions.

The Board's job can be defined by the following terms:

Charter -to provide a written statement of basic laws or principles; constitution

The reason the Board exists.

Accountability -to be responsible; liable

The Board's legal obligation and constraints.

Responsibility -being responsible; expected or obliged to account for

The understanding, delegation, and sharing of tasks.

Goals -an end that one strives to attain

Statement of the Park Advisory Board desired outcome.

Evaluation -to find the value or amount of

The Board's responsibility for checking its progress and performance and making appropriate adjustments.

CHALLENGES FACED BY A PARK ADVISORY BOARD MEMBER

Community fund raising for recreation facilities is a valuable and challenging activity. Park Advisory Boards can be a very effective means of soliciting donations and/or sponsorships from community organizations and businesses. The Recreation Center Director/Facility Manager must give final approval on all fund raising proposals.

Fund raising is not the only function of the Board. Park Advisory Boards will assist in responding to community recreation center concerns. When responding to common complaints voiced by community representatives, Board members will make the best possible decision if they follow these guidelines:

- Be thoughtful.
- Focus on mutual interest and shared goals.
- Create options for mutual gain.
- Separate the people and personalities from the issue.
- Be honest and willing to listen.

RESPONSIBILITY

As a PAB member, you represent the City of Los Angeles and your conduct and demeanor will directly affect how people view the City's programs and operations. When representing the Department and the City of Los Angeles, be positive, enthusiastic, forthright and ethical.

TENUR

Each Advisory Board member is asked to serve no more than three consecutive years as a Board member. The duration of the term, and the appointment of Board officers will be determined by the Center Director/Facility Manager.

The officers of the board are: Chairperson, Vice Chairperson, and Secretary. The Center Director/Facility Manager will sit with the Board and represent the Department of Recreation and Parks; however, the Center Director/Facility Manager is not a voting member of the Board.

ORIENTATION

Before you start your service as a Park Advisory Board member, the Center Director/Facility Manager will meet with you for an orientation.

At this orientation, you will learn about the Department of Recreation and Parks, your specific assignment, responsibilities, and how you can contribute to improving community recreation services. You will also be asked to complete a volunteer registration packet and will be fingerprinted.

Your Center Director/Facility Manager will review this Park Advisory Board Handbook with you, discuss meeting dates and times, responsibilities, training, supervision, and length of service.

GOALS AND OBJECTIVES

Each Advisory Board must set short- and long-term goals to define what it will try to achieve during a given period. Long-term goals reflect both Department and community concerns, while short-term goals set the course for work in progress. The Recreation Center Director/Facility Manager will lead this process and help set clearly defined goals and objectives for PAB business.

GRIEVANCE PROCESS

If you, as a Park Advisory Board member, feel that you are being treated unfairly or wish to dispute an action by facility staff, discuss the issue with your Recreation Center Director/Facility Manager first. If you are still not satisfied, you may contact the District Supervisor whose final decision is binding.

EVALUATION

The site supervisor will conduct an annual evaluation of your volunteer service with the Park Advisory Board. This process allows feedback and also helps to determine if you are satisfied with the assignment you have been given.

CONCLUSION

Your Volunteer Park Advisory Board Handbook is your practical guide to assist you and the recreation staff in developing community spirit, involvement and enthusiasm. Volunteering is an exciting, growing and enjoyable experience. We look forward to your participation and positive involvement in your community and in your City.

As a volunteer for the Los Angeles City Department of Recreation and Parks, your time and energy are most sincerely appreciated. You are an important component of the Department of Recreation and Parks. If you have any questions regarding your service as a volunteer, please contact your Recreation Center Director or Facility Manager.

Yital as a member of our team,
One in a million and worthy of esteem,
Loving in every task you're assigned,
Unequaled in your wise use of time,
Nurturing in all of the efforts you make,
Touching lives with every role you take,
Enthusiastic as you tackle each day,
Earning our gratitude in every way,
Respected for your desire to share,
Serving others with compassion and care!